



## DEPARTMENT MONTHLY REPORT

**Meeting:** Milton Town Council - Apr 05 2021

**Staff Contact:** Kristy Rogers, Town Manager

**Department:** Admin

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**Subject:** Town Manager's March Report

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### **Departmental Highlights:**

- Viewed Delaware League of Local Government, Cyber Security Meeting.
- Reviewed and processed quarterly Utility Bill discrepancies with Mr. Wingo.
- Met on-site with representatives of Pennoni, Mr. Wingo, and property owner related to town drainage issue. Planning still on-going.
- Participated in the municipal call with Governor Carney related to coronavirus.
- Held Town Supervisors meeting; topics included iCompass implementation, role as committee liaisons, communication, capital improvements projects, DeIDOT Route 1 & 16 project, coronavirus/supplies, and departmental specific tasks and updates.
- Attended the mandatory pre-bid meeting on the Water System Improvements project.
- Hosted Board of Elections meetings; assisted with closing of the polls.
- Attended Sussex County Association of Towns, Steering Committee; speaker was the Department of Elections.
- Met with representatives of Tidewater on project/site plan updates related to new facility.
- Viewed the DeIDOT Coastal Corridor Study webinar (focus is the transportation corridors from Route 404 at Maryland state line, to Route 1).
- Continued implementation trainings with iCompass; supervisors also participated in training. Set-up is complete for staff soft-launch with April's Town Council meeting; iCompass will be "live" April 26, for use beginning with the May 3 Town Council meeting.
- Participated in the quarterly meeting of the City Managers Association of Delaware.
- Met with in-coming Councilmembers Collier and Revis-Plank.
- Met with developer related to potential annexation.
- Held pre-bid meeting for Shipbuilders paving project.
- Coordinated and assisted with email conversion.
- Viewed State-wide benefits webinar on FY22 updates.
- Coordinated coronavirus vaccine appointments for staff.
- Held, with the Delaware Public Integrity Commission, Ethics/Code of Conduct training for staff and elected officials.
- Participated in quarterly DFIT insurance meeting.

- Viewed National League of Cities (NLC) webinar on the local-share funding from American Rescue Plan Act (ARPA). Guidelines are broad at this point; Treasury has a 60-day window to issue guidelines. Summary - local governments are to receive direct funding from the ARPA. Being Milton is less than 50,000 population, funding will be received through the State of Delaware. More information to come, as made available.
- Attended, virtually, the Planning and Zoning meeting March 16.
- Met with/responded to various citizen inquiries.
- Met, virtually, with Town Engineer on the status of projects.
- Continued organization and oversight of Town projects and administrative matters, and meetings with supervisors and staff members.

### **Project Updates:**

- Milton Rails to Trails, Phase II (Federal Street to Lavinia Street): Waiting on design plan and lighting quotes based on the Committee recommendation to Town Council. Field-side plantings are tentatively scheduled late-April (more information to come).
- Town Comprehensive Plan: Zoning Code under review for revisions. A utility/construction manual has been reviewed by Mr. Wingo and comments sent to Pennoni to proceed. In the upcoming few months, the Chairman of Planning and Zoning and I will be meeting to determine next goal and implementation items.
- Wagamons Water Main Extension: Town is trying to finalize needed easement; waiting for property owner review and signature.
- Shipbuilders Well and Treatment Facility: Progress meeting was held March 18. Delmarva Power agreement for service has been authorized; project seems back on schedule for substantial completion May 17.
- Magnolia Street / Municipal Parking Lot drainage (including bulkhead): Public Works Supervisor completed design plan review; waiting for updates, then will proceed with permit applications.
- Sidewalk Repairs: Sidewalk violation letters were mailed August 21st. Mr. Wingo and Mr. Wilson have been meeting with residents on needed repairs. Follow-up is on-going.
- Community Impact Fee Study: The fee study is in progress; the Town Manager was tasked to develop a Capital Improvements List for the next five years to gauge infrastructure investment. Town Supervisors are continuing to evaluate costs of CIP lists. CIP will also be under review by the Water Committee and Streets, Sidewalks, and Parks Committee in April.
- Atlantic Avenue (from Union Street to Country Road), Chestnut Street (from Front Street to Coulter Street) and a portion of Atlantic Street: water main, valve, corporation and town service line replacement – Project was placed out to bid beginning February 16th. Mandatory pre-bid meeting was held virtually on March 4; there are 12 eligible bidders. Continuing work on loan closing.
- Homeland Security Grant: grant relinquished to another entity.
- ADA Transition Plan and Self-Assessment Report: coordinating efforts with University of Delaware, Center for Transportation, for assistance and development of required plans. Funding was approved in the FY2019 Town budget and carried into FY2020 and FY2021.

- Purchasing Procedure: Ad-Hoc Finance Committee will forward to Mayor and Town Council once ready for adoption.
- Capital purchase policy and procedure: Finance Committee is preparing and will forward to Mayor and Town Council once complete. A draft has been prepared and will be put to “test” during the six-month budget review process.

